

UNITED STATES MARINE CORPS

4TH MARINE AIRCRAFT WING
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

1700

G-1

From: Commanding General, Fourth Marine Aircraft Wing (G-1)

To: Fourth Marine Aircraft Wing Staff Members

Subj: 4TH MARINE AIRCRAFT WING WELCOME ABOARD PACKAGE

Ref: (a) MCO P1001R.1J

1. Welcome to the 4th MAW Headquarters. This "Welcome Aboard Package" contains valuable information regarding the check-in process for both active duty and reserve members.

2. Active duty Marines will receive an additional welcome aboard package from Marine Forces Reserve. That package will include a sponsorship letter and information about the city of New Orleans. Your sponsor will contact you and provide any requested assistance.

3. Reserve Marines will receive the 4th MAW Welcome Aboard package that contains pertinent information concerning drill weekends, billeting, fitness reports, pay, travel claims, and additional miscellaneous information. A 4th MAW representative will be assigned as your sponsor to assist your processing into the Headquarters Staff.

4. Further information pertaining to reserve administration issues may be found in the reference.

5. If you have any questions concerning your administrative status while attached to this command, please do not hesitate to ask. Once again, it is my pleasure to welcome you aboard.

J. M. CROLEY
By direction

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**ACTIVE DUTY
WELCOME LETTER
UNITED STATES MARINE CORPS
4TH MARINE AIRCRAFT WING
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400**

IN REPLY REFER TO:

Welcome Aboard Marine:

Congratulations on your assignment to Headquarters 4th MAW, Marine Forces Reserve (MARFORRES). MARFORRES is a nationwide command with over 180 locations coast-to-coast and border-to-border. "Every clime and place" typifies our training as over 40,000 reservists and nearly 6,000 regular Marines perfect their skills year round in cold weather, desert, mountains, and jungle terrains, from Maine to California to Norway to Panama.

Marine Reserve Forces (MARRESFOR), which was activated on 6 June 1992, was designed to accomplish the total consolidation of the 4th Marine Division, 4th Marine Aircraft Wing, 4th Force Service Support Group, Marine Corps Reserve Support Command, and both 2d and 3rd Marine Expeditionary Brigades. As of 10 November 1994, MARRESFOR was redesignated as Marine Forces Reserve (MARFORRES), equivalent to MARFORPAC and MARFORLANT.

The hub of all 4th MAW activity is the Headquarters where you will be an important member of a highly professional team. The work is challenging, demanding, and at times frustrating. It is also gratifying. Your records will be maintained at Headquarters Battalion, MARFORRES. Headquarters 4th MAW is a part of a consolidated administration along with the other Major Subordinate Commands (MSC) in New Orleans.

If there's work to be done, New Orleans is a fine place to do it. It is called the "Crescent City" because it sits on a bend in the Mississippi River. Steamboats still sail here against a background of Dixieland Jazz. The city has world-famous restaurants with distinctive French, Spanish, Arcadian, African, Native American and Southern foods that mark New Orleans as the culinary capital of the world. Food and music festivals take place all year long, but by far the most famous is a two-week party called "Mardi Gras" at winter's end.

Enclosed is more information about this historic old city and the command. Your sponsor is _____. He/She will contact you shortly to help you get settled. **Be aware the local Navy lodge has accommodations for about 5 days only.**

For all Marines reporting in, the uniform is Service "A", with ribbons and badges. If you need other assistance, write the Commanding Officer, Personnel Office, Headquarters Battalion, 4400 Dauphine Street, New Orleans, LA 70146 or call Comm (504) 678-5627 or DSN 678-5627. You may also write HQ 4th MAW at the address

above or call (504) 678-0506/07. Additionally, your local Family Service Center may have available relocation information describing New Orleans and your future assignment.

Again, congratulations and welcome. You are needed here and we look forward to having you join us.

RESERVE
WELCOME LETTER
UNITED STATES MARINE CORPS
4TH MARINE AIRCRAFT WING
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

Welcome Aboard Marine:

Congratulations on your assignment to Headquarters, 4th Marine Aircraft Wing, MARFORRES. 4th Marine Aircraft Wing is a nationwide command with locations from coast-to-coast and border-to-border. "Every clime and place" typifies MARFORRES training as over 40,000 reservists and nearly 6,000 regular Marines perfect their skills year round in cold weather, desert, mountain, and jungle terrains, from Maine to California and Norway to Panama.

4th Marine Aircraft Wing, which was activated on 22 August 1942 at EWA airfield, Territory of Hawaii, as the 4th Marine Base Defense Aircraft Wing. The 4th Marine Aircraft Wing deployed during Aug-Sep 1943 to Tutuila, Samoa and redeployed during Nov-Dec 1943 to Tarawa, Gilbert Islands. Re-designated on 10 November 1944 as the 4th Marine Aircraft Wing, WWII Campaign Participation included the Marshall Islands and Mariana Operations before deploying during Oct-Nov 1945 to Guam. Relocating during March 1946 to San Diego CA, 4th MAW was deactivated on 26 March 1946. Reactivated on 1 July 1962 at Glenview, IL, HQ 4th MAW relocated in June 1974 to its present location in New Orleans, LA.

The mission of the 4th Marine Aircraft Wing is to organize, train, and equip individual Marines, combat ready groups, squadrons, and air defense units to enable them to augment and reinforce the active component when required to serve as part of our total force.

The city of New Orleans has world-famous restaurants with distinctive French, Spanish, Arcadian, African, Native American and Southern foods that mark New Orleans as the culinary capital of the world. Food and music festivals take place all year long, but by far the most famous is a two-week party called "Mardi Gras" at winter's end.

Your sponsor is _____. He/She will contact you the day you check in.

For all Marines reporting in, the uniform is the uniform of the day. If you need further assistance, please call 4th MAW Reserve Admin at Com (504) 678-0506/7 or DSN 678-0506.

Again, congratulations and welcome. You are needed here and we look forward to having you join us.

DRILLS

1. **REGULAR IDT** (Inactive Duty Training)

a. IDT is authorized training performed by members of the Ready Reserve not on active duty. IDT consists of regularly scheduled unit training periods, additional training periods (ATP's) and equivalent training (associate and appropriate duty). The primary purpose of IDT is to provide individual and/or unit readiness training.

b. **Scheduled** (Weekend Drill Periods, IDT's). Summary of requirements and billeting support:

(1) Forty-eight drills per fiscal year per individual (usually four drills per month)

(2) Two drills on Saturday, two drills on Sunday (usually each month)

(3) Each drill will consist of a minimum of four hours

(4) Billeting is normally provided by the command for personnel living outside of 50 miles radius, when requested.

c. **Rescheduled Inactive Duty Training (RIDT)** - a RIDT is used to excuse a member from a scheduled drill period. It is also needed to validate an individual muster sheet when that member performs a drill on other than a scheduled drill period.

(1) The Request for RIDT form must be submitted **prior** to the day of the regular scheduled drill and approved by your department head before it is received by the G-1. Only family, health, and employment emergencies are sufficient to reschedule a regular IDT. Once approved, the request form may be mailed or faxed to the G-1 office (Fax: 504-678-0524/0509). **NOTE:** Each individual is responsible for confirming receipt. Under no circumstances will an approved RIDT/EDP/ATP/RMP request form be submitted without RIDT dates assigned.

(2) If you are not here for a scheduled drill, you must submit an approved RIDT request, get a written excuse by your section head, or fax in medical documentation to support "illness or injury"; otherwise, you will be marked "**ABSENT**." If you are drilling at any other time outside the scheduled drill period, you cannot be paid unless you have an approved RIDT request or off-site drill request form.

(3) The only time you are allowed to miss drill without an approved RIDT is during the month you are performing your annual training (AT) or during any period of Active Duty. If you are on any type of orders during the drill period, you will need to

submit a copy of your Orders or submit in an approved RIDT form so you will not be marked **"ABSENT."**

(4) You cannot reschedule a RIDT once you have passed the scheduled RIDT date. RIDT must be requested and approved in advance of the scheduled IDT for which it is requested. Marines who do not perform the RIDT on the date scheduled will be reported as absent. The RIDT may be revised as long as the rescheduled date is approved prior to the original RIDT drill date. Reservists who do not perform their RIDT on the date scheduled or before will be reported as **"ABSENT"** (excused or unexcused). Once an RIDT date is reported as **"ABSENT"**, these drills cannot be rescheduled or made up.

(5) You cannot reschedule a drill across the fiscal year (you cannot miss a drill prior to 30 Sep in a Fiscal Year and make it up the following October in the next Fiscal Year).

(6) Save all of your copies of any approved RIDT's you submit. In case of administrative error, your copy will ensure you receive correct credit for your drill.

(7) Billeting will be provided by the command.

(8) See appendix (A) for the Request for RIDT/EDP/ATP/RMP form.

d. **Equivalent Duty Period (EDP)** - An EDP is a period of instruction or duty, not less than four hours in duration, performed in connection with duties pertaining to the Marine Corps. Such duty, as explained below, may be paid, (designated an EIO on muster sheet), or unpaid (designated an EIN on muster sheet).

(1) EDP may be performed to resolve an IDT for an excused absence. An EDP without pay may be performed for an unsatisfactory IDT period.

(2) There is no limit to the number of EDP's that may be authorized; however, payment for EDP's is limited to two per day and four per fiscal year. Non-paid EDP's must be performed for absences within the previous 12 months. Paid EDP's must be performed within 60 calendar days of the missed IDT and within the same fiscal year. EDP's performed in a fiscal year other than that in which the IDT was scheduled will be performed without pay for the fulfillment of annual requirements.

(3) The combination of regular IDT's and EDP's with pay will not exceed a total of 48 in any fiscal year.

(4) An EDP may not be performed on a day in which 2 other IDT periods are performed, but may be performed when only 1 IDT period is performed.

(5) Officers will only be allowed to perform unpaid EDP's. EDP's with pay are strictly prohibited for officers.

(6) Payment may not be made for EDP's performed to make up for paid IDT's that were declared unsatisfactory.

(7) Reservists shall be given the opportunity to perform EDP's in lieu of being processed as unsatisfactory participants. EDP's performed will be credited to the oldest IDT requiring resolution within the previous 12 months.

(8) Billeting will be provided by the command.

(9) See appendix (A) for the Request RIDT/EDP/ATP/RMP form.

2. Additional Training Periods (ATP) - ATP's are allotted to the Wing for the preparation of training programs, lesson plans, training aids, training rehearsals, unit training, training administration, and support functions.

a. Twelve ATP's per fiscal year is the maximum limit for any individual. Not more than two ATP's may be authorized per individual per day. Each ATP shall consist of a minimum of four hours.

b. ATP's **may not** be used to perform general administrative functions, prepare for inspections, prepare for AT, or to perform vehicle maintenance and other duties which are not directly related to training programs.

c. Only Reservists in a satisfactory IDT status may perform ATP's.

d. ATP's must be approved by your department head followed by the Assistant Chief of Staff G-1.

e. Billeting is not provided by the command.

f. See appendix (A) for the Request for RIDT/EDP/ATP/RMP form.

3. Readiness Management Period (RMP) - RMP's are allotted to the Wing and will be used to support the ongoing day-to-day operation of the unit/ops sponsor. RMP's **may** be used to perform day-to-day administrative functions, training preparation, support activities, and maintenance functions necessary to maintain a state of readiness.

a. Twenty-four RMP's per fiscal year is the maximum limit for any individual. One RMP per day is the maximum permitted. Each RMP will consist of a minimum of four hours. RMP's will not be performed the same day another IDT period is performed.

b. RMP's must be approved by your department head followed the Assistant Chief of Staff G-1.

c. Only Reservists in a satisfactory IDT status may perform RMP's.

d. Billeting is not provided by the command.

e. See appendix (A) for the Request for RIDT/EDP/ATP/RMP form.

NOTE: Per DoD Instruction 1215.19, in no case shall a combination of ATP's or RMP's exceed 30 in each FY for each person. Those training periods shall not be used for augmenting missions or functions, and must provide bona fide training opportunities required to meet readiness levels.

BILLETING

1. All 4th MAW Headquarters' SMCR personnel living outside of a 50 mile radius from New Orleans are allowed government paid billeting for each night prior to a regular scheduled or rescheduled drill day. The drill day must consist of two drill periods of four hours each.

2. Government funds cannot be used to pay for billeting if the Marine is performing Readiness Management Periods (RMP's), Additional Training Periods (ATP's), or if the Marine is on active duty orders.

3. A request for billeting must arrive no later than the Wednesday prior to drill weekend. Any changes to billeting must be completed no later than the Friday prior to drill weekend. For RIDT's, the request must arrive at least one week prior to drill date.

4. Requesting Billeting

a. A billeting request logbook is located in the G-1 (Reserve Admin) for individual sign up.

b. Billeting requests (see Appendix B) may also be faxed/phoned or e-mailed to the G-1 within the time frame described in paragraph 3 above. NOTE: Individuals are responsible for confirming receipt of fax request.

(1) Comm:	504-678-0507/0506	DSN:	678-0507/0506
(2) Fax:	504-678-0524/0509	DSN:	678-0524/0509

c. Cancellation must be received by the G-1 no later than **48** hours prior to scheduled arrival or the Marine will be responsible for the cost of the room. Marines are not allowed to cancel with the hotel directly. In order to minimize costs, the G-1 must be informed of all cancellations to prevent unnecessary single occupancies.

d. Marines failing to meet the time frame for billeting requests will be required to pay for their billeting. They may submit a claim for reimbursement for consideration on Standard Form 1164 (see Appendix (C)). However, there is no guarantee that the claim will be reimbursed.

e. Hotels should not charge individual Marines parking fees as any such charges are not reimbursable.

FITNESS REPORTS

1. **Schedule** - The annual fitness report schedule for all Active, Active Reserve, and Reserve components are as follows:

GRADE	REPORTING PERIOD ENDS LAST DAY OF		
	<u>Active</u>	<u>Active Reserve</u>	<u>Reserve</u>
Sgt.....	Mar	Jun	Jun
SSgt.....	Dec	Jun	Jun
GySgt.....	Sep	Jun	Jun
MSgt/1stSgt.....	Sep	Jun	Jun
MGySgt/SgtMaj.....	Sep	Jun	Jun
WO/CWO.....	Apr	Feb	Feb
2ndLt.....	Jan/Jul	N/A	Apr
1stLt.....	Nov/May	Feb	Feb
Capt.....	Jul	Sep	Jan
Maj.....	Jul	Sep	Dec
LtCol.....	May	Sep	Nov
Col.....	May	Jul	Jun
BGen.....	Jun	N/A	Jun

2. **Reporting Occasions** - If more than one occasion occurs simultaneously, the occasion that appears highest on the list will be used. (MCO P1610.7E)

<u>OCCASION</u>	<u>CODE</u>
Grade Change	GC
CMC Directed	DC
Change of Reporting Senior	CH
Transfer	TR
Change of Duty	CD
To Temporary Duty	TD
From Temporary Duty	FD
End of Service	EN
Change in status	CS
Annual (Active)	AN
Annual (Reserve)	AR
Semiannual (Lt's)	SA
Reserve Training	*RT

*Note: the RT report, to include annual training is not required if the reservist performs active duty under the same RS as the annual report. This performance will be included in the next reporting occasion.

TRAVEL CLAIMS

ORDERS FOR UNDER 30 DAYS

Orders Checklist

PRIOR TO TRAVEL:

- ☐ Travel is **not** authorized unless in receipt of orders
- ☐ Ensure recall roster is updated at all times; if problems occur while trying to settle travel the Reserve Admin must have a reliable telephone number to contact you
- ☐ Ensure you have a current physical in your military records
- ☐ Sign original receiving endorsement (last page of orders) and fax to **Reserve Admin (504) 678-0509** prior to departure
- ☐ All airline and rental car arrangements must go through SATO located at MARFORRES. Contact SATO during working hours **(800) 799-7872** or during emergency conditions, **(800) 827-7777**.
- ☐ Call airport/hotel to verify travel arrangements
- ☐ Ensure your government credit card is activated
- ☐ If any assistance is required call Reserve Admin (504) 678-0506/7, duty phone (504) 678-1290

TRAVEL CLAIM (Appendix D):

- ☐ Original travel claim (DD Form 1351-2) with signature
- ☐ Original orders and modifications
- ☐ Receipts for all expenses claimed
- ☐ Signed statement on use of government credit card
- ☐ Non-availability statement for lodging, if required. **All** personnel that are traveling to military bases will be required to check into the BEQ/BOQ to obtain lodging. If no lodging is available a statement of non-availability must be obtained from the government facility to authorize out of town lodging costs. All orders from this HQ will include "Gov't quarters directed if available." If you are traveling where there is no military lodging annotate that on the orders request, as it will affect your per diem.
- ☐ Lodging receipt with daily breakdown of costs
- ☐ Provide copy of muster sheet with IDT orders (see Appendix F)
- ☐ Upon completion of travel **immediately fax copy** of travel claim (orders with signed receiving endorsement and completed DD Form 1351-2) to Reserve Admin (504) 678-0509. Call Reserve Admin to verify receipt of fax. You may include cost of fax as a reimbursable expense.
- ☐ Original and two copies of travel claim with orders and receipts must be received by mail within **five** working days after travel is completed.
 - o Mail claim to:

Commanding General
4th MAW
Attention: Reserve Admin
4400 Dauphine Street
New Orleans, LA 70146-5400

TRAVEL CLAIMS

ORDERS FOR OVER 30 DAYS

Orders Checklist

PRIOR TO TRAVEL:

- ☐ Travel is **not** authorized unless in receipt of orders
- ☐ Ensure recall roster is updated at all times; if problems occur while trying to settle travel the Reserve Admin must have a reliable telephone number to contact you
- ☐ Ensure you have a current physical in your military records
- ☐ All airline and rental car arrangements must go through SATO located at MARFORRES. Contact SATO during working hours **(800) 799-7872** or during emergency conditions, **(800) 827-7777**.
- ☐ Call airport/hotel to verify travel arrangements
- ☐ Ensure your government credit card is activated
- ☐ Check out with Headquarters Battalion prior to travel
- ☐ Check out with all 4th MAW sections using 4th MAW check out sheet
- ☐ If you have dependents you may be entitled to Family Separation Allowance (FSA); check with Headquarters Battalion
- ☐ Make sure you pick up your SRB or OQR, Medical, and Dental records, and keep them with you while you travel.
- ☐ Your temporary duty site will issue you Reporting and Detaching endorsements. Ensure you receive both endorsements prior to departure from temporary duty site.
- ☐ Partial Travel Claims must be submitted every 30 days to your TAD site to liquidate those 30 days of expenses.
- ☐ A final Travel Claim must be submitted upon completion of TAD. Copies of all partial claims and reimbursements must be attached to final claim.

TRAVEL CLAIM:

- ☐ Original travel claim (DD Form 1351-2) with signature
- ☐ Original orders and modifications
- ☐ Reporting and departing endorsements from temporary duty site
- ☐ Receipts for all expenses claimed
- ☐ Signed statement on use of government credit card
- ☐ Non-availability statement for lodging, if required. **All** personnel that are traveling to military bases will be required to check into the BEQ/BOQ to obtain lodging. If no lodging is available a statement of non-availability must be obtained from the government facility to authorize out of town lodging costs. All orders from this HQ will include "Gov't quarters directed if available." If you are traveling where there is no military lodging annotate that on the orders request, as it will affect your per diem.
- ☐ Lodging receipt with daily breakdown of costs

- ❑ Original and two copies of travel claim with orders and receipts must be received by mail within **five** working days after travel is completed.

- o Mail claim to: Commanding General
4th MAW
Attention: Reserve Admin
4400 Dauphine Street
New Orleans, LA 70146-5400

INDIVIDUAL MUSTER SHEETS

1. Musters for drills are filled out by department heads on section muster sheets. Drills performed at any other time are filled out on the following:

- a. RIDT Sheet
- b. ATP/RMP Sheet
- c. AFTP Sheet (Unit where drill performed)
- d. Individual Muster Sheet (Off-site Drills and IDT orders)

It is the responsibility of the member to ensure he/she has been mustered for any rescheduled/additional drills.

2. If you are drilling off-site, you must be mustered by your host unit on a muster sheet. If on official IDT orders, a muster sheet will be attached. It is the individual's responsibility to ensure G-1 (4th MAW) receives a signed copy of the Muster Sheet in order to get paid for the drill. If you are performing an RIDT, both the signed muster sheet and RIDT sheet must be turned into G-1.

3. In accordance with the MCRAMM, musters must be performed three times per day. See Appendix (E) for individual muster sheet.

MANDATORY PARTICIPATION REQUIREMENTS IN SMCR

1. Satisfactory participation requirements for training pay category (TPC) "A" (SMCR) are completion of a minimum of 48 periods of IDT annually with pay and 14 days of AT with pay, excluding travel time.
2. Attendance at required training alone does not constitute satisfactory participation. Such participation requires compliance with all applicable Marine Corps regulations to include meeting standards of attendance, weight control, military appearance, fitness, decorum, attitude, and effort expended during training periods.
3. The Commanding General may grant exceptions for individuals who are subject to the annual participation requirements listed in paragraph (1) above provided that:
 - a. The number of unexcused absences does not exceed nine scheduled IDT periods, or
 - b. The member has performed an equivalent or greater amount of AT/ADSW to meet the annual AT requirement.
4. Additional information regarding participation and status can be found in the MCRAMM.

UNSATISFACTORY PARTICIPATION

1. A reservist may be termed an unsatisfactory participant when one or more of the following occurs:

a. Unsatisfactory IDT/RIDT attendance or participation to include unexcused tardiness, failure to meet minimum standards of performance, unsatisfactory personal or military appearance, and unexcused absence from an IDT/RIDT period.

b. Failure to attend scheduled AT or ADT requirement, and failure to report any changes to mailing address and telephone number.

c. Commission of an offense under the UCMJ during IDT period.

2. When a Reservist, with a mandatory participation requirement, acquires at least **nine** unexcused absences or is categorized as an unsatisfactory participant, the Commanding General shall pursue one of the following actions:

a. Retain the Marine and authorize EDP's to regain satisfactory status.

b. Initiate separation proceedings, per MCO P1900.16E.

3. The following administrative procedures are mandatory at nine unexcused absences:

a. Stop Reserve MGIB.

b. Notification to member that SGLI will be terminated in sixty days.

4. Separation proceedings may include reduction to the grade of Private, loss of VA benefits and receipt of a discharge under conditions other than honorable.

MOBILIZATION READINESS PERSONAL/FAMILY MATTERS

It is vitally important for you to have your personal and family matters in order. This is true not only because 4th MAW may be activated, but also because you (individually, or as part of smaller unit) could be activated. Additionally, you will usually spend at least two weeks on active duty per year, many times away from your drilling site location.

Personal and family matters include having a current will, Powers of Attorney, family readiness plans, and anything else your loved ones may need while you're away.

The 4th MAW Staff Judge Advocate (SJA) will assist you in getting whatever you may need so that these matters are taken care of. You can contact the 4th MAW either in person (office is in the far northeast corner, 5th deck, Bldg. 601), and by telephone (see the contact information in Appendix G - Points of Contact).

APPENDIX F

FREQUENTLY USED ABBREVIATIONS/DEFINITIONS

ADSW	Active Duty for Special Work
AFTP	Additional Flying Training Period
AT	Annual Training
ATP	Additional Training Period
DIFDEN	Duty Involving Flying - Denied
DIFOP	Duty Involving Flying - Operational
EAD	Extended Active Duty
IDT	Inactive Duty Training
IIADT	Incremental Initial Active Duty for Training
IRR	Individual Ready Reserve
MCRAMM	Marine Corps Reserve Administration Management Manual
MSO	Military Service Obligation
NOE	Notice of Eligibility
RIDT	Rescheduled Inactive Duty Period
RMP	Readiness Management Period
RS	Reserve Station
RT	Reserve Training
SMCR	Selected Marine Corps Reserve
SWAT	Standard Written Agreement to Train
UA	Unauthorized Absence

Muster - a gathering for Marines of a unit to report for attendance and readiness screening.

Unsatisfactory Participation - a member of the Ready Reserve who fails to fulfill an obligation or agreement as prescribed in Federal Laws, or a member who fails to meet the standards prescribed by the Marine Corps for attendance at IDT, AT, RIDT, or performance of duty.

POINTS OF CONTACT

MFR Web Site: [MARFORRES Internet web address](#)
 ccess to: Continental Marines
 Directions to MFR
 Reserve Career
 Reemployment Rights
 Manpower & Reserve Affairs
 MCRSC Reserve Guidebook
 Tricare Dental